

## **PART VIII TUTORIAL ASSISTANCE SUBGRANTS**

### **BACKGROUND INFORMATION**

Tutorial Assistance subgrants (TA) fund tutorial assistance in reading to kindergarten through grade three (3) children having difficulty in reading. TA funds may be used to provide tutoring assistance for eligible K – 3 children before or after school, on weekends or during the summer. Tutorial Assistance subgrants are awarded to LEAs based on a competitive review process. A total of \$3,937,500 is available for Tutorial Assistance subgrants.

Tutorial Assistance Subgrants will be awarded for up to two years. An LEA may receive both LRI and Tutorial Assistance subgrants. However, LEAs applying for LRI subgrants are not required to apply for Tutorial Assistance subgrants, and LEAs applying for Tutorial Assistance subgrants are not required to apply for LRI subgrants. If no LEA applies successfully for a Tutorial Assistance subgrant, Tutorial Assistance subgrant funds will be distributed among successful LRI subgrant applicants.

### **Eligible LEAs**

To be eligible to apply for a Tutorial Assistance subgrant, LEAs must have at least one of the following:

1. At least one school located in an area designated as an empowerment zone or as an enterprise community.
2. A school in Title I school improvement status.
3. High poverty numbers (the largest or second largest number of children in poverty in the state).
4. High poverty rate (the highest or second highest percentage of children in poverty in the state).

### **Required LEA Activities**

The LEA must use the funds for a variety of activities to provide tutorial assistance in reading - before school, after school, on weekends or during the summer – to children having difficulty reading. *The tutoring must be based on scientifically based reading research.* LEAs are expected to meet the following requirements:

1. Develop objective criteria to select tutorial assistance providers. Such criteria must include
  - 1.1. a record of effectiveness with respect to reading readiness, reading instruction for children in kindergarten through grade 3 and early childhood literacy as appropriate;
  - 1.2. location in a geographic area convenient to the school or schools attended by the children who will be receiving tutorial assistance; and
  - 1.3. The ability to provide tutoring in reading to children who have difficulty reading using instructional practices based on scientifically based reading research and consistent with the reading instructional methods and content used by the school the child attends;.
2. Provide parents with multiple choices among providers, including at least one school-based program and one contract program.
3. Develop procedures to
  - 3.1. provide initial and additional information to parents on their choices, including recommendations when requested by the parent;
  - 3.2. recommend a tutorial assistance provider or tutorial assistance program in a case where a parent asks for assistance in the making of such selection;

- 3.3. consider children who are identified under item 4 below and for whom no parent has selected a tutorial assistance provider or tutorial assistance program;
- 3.4. select children for the program, including selecting among children when too many are identified for services. *The selection procedures must include giving priority to children most in need, as determined through assessments, and randomly selecting children equally in need.*
4. Develop a selection process for providing tutorial assistance that limits the provision of assistance to children identified, by the school the child attends, as having difficulty reading, including difficulty mastering phonemic awareness, systematic phonics, fluency and reading comprehension.
5. Develop a methodology by which payments are made directly to tutorial assistance providers who are identified and selected pursuant to this section and selected for funding. Such methodology shall include the making of a contract consistent with state and local law, between the provider and the LEA. Such contract shall satisfy the following requirements:
  - 5.1. contain specific goals and timetables with respect to the performance of the tutorial assistance provider;
  - 5.2. require the provider to report to the LEA on the provider's performance in meeting such goals and timetables;
  - 5.3. specify the measurement techniques that will be used to evaluate the performance of the provider;
  - 5.4. require the provider to meet all applicable federal, state and local health, safety and civil rights laws;
  - 5.5. ensure that the tutorial assistance provided under the contract is consistent with reading instruction and content used by the LEA;
  - 5.6. contain an agreement by the provider that information regarding the identity of any child eligible for, or enrolled in the program, will not be publicly disclosed without the permission of a parent of the child;
  - 5.7. include the terms of an agreement between the provider and the LEA with respect to the provider's purchase and maintenance of adequate general liability insurance;
  - 5.8. shall contain provisions with respect to the making of payments to the provider by the LEA.
6. Provide information to parents on the quality of the programs and on their child's progress;
7. Ensure participant confidentiality - names of children participating in the program (and their parents) and any personally identifiable information about any child or parent may not be disclosed without the prior written consent of the parent

## **TUTORIAL ASSISTANCE SUBGRANT APPLICATION**

### **Section 1 Project Goals and Objectives**

Based on the needs assessment for the school(s) entering the competitive process for a Tutorial Assistance subgrant, describe project goals and benchmarks.

### **Section 2 Criteria to Select Tutorial Assistance Providers and Programs**

State objective criteria you will use to determine, in a uniform manner, the eligibility of tutorial assistance providers and tutorial assistance programs. Such criteria shall include, at a minimum, the following:

1. a record of effectiveness with respect to reading readiness, reading instruction for kindergarten through grade 3 and early childhood literacy, as appropriate;
2. location in a geographic area convenient to the school or schools attended by the children who will be receiving tutorial assistance; and
3. the ability to provide tutoring in reading to children who have difficulty reading, using instructional practices based on scientifically-based reading research and consistent with the reading instructional methods and content used by the school the child attends.

### **Section 3 Approved Tutorial Providers**

- A. List all approved tutorial assistance providers or programs in the locality. Choices must include a school-based program and at least one tutorial assistance program operated by a provider under contract to the LEA.
- B. Describe procedures for the following:
  1. notifying parents of eligible children
  2. providing the list of approved providers to parents of children eligible for tutorial assistance;
  3. providing information to parents on the quality of the programs and on their child's progress; and
  4. making recommendations regarding programs to parents when parents request such recommendations.

### **Section 4 Selection Process Used to Identify Children for Tutorial Assistance**

- A. Describe the selection process, including criteria, that you will use to identify children who are eligible for tutorial assistance. At a minimum, the child must be identified by the school the child attends as having difficulty reading, including difficulty mastering phonemic awareness, systematic phonics, fluency and reading comprehension.
- B. Describe procedures for selecting children to receive tutorial assistance when insufficient funds are available to provide assistance to all eligible children by
  1. giving priority to children who are determined, through state or local reading assessments, to be most in need of tutorial assistance; or
  2. giving priority, when children are determined through state or local reading assessment, to be equally in need of tutorial assistance, based on a random selection principle.

### **Section 5 LEA Oversight and Monitoring of Tutorial Assistance Providers**

- A. Describe procedures to
  1. determine that the tutorial assistance is consistent with the reading instruction and content used by the LEA
  2. terminate contracts with ineffective and unsuccessful providers;
  3. require the provider to meet all applicable federal, state and local health, safety and civil rights laws;
  4. ensure that the provider will purchase and maintain adequate general liability insurance; and
  5. make provisions with respect to the making of payments to the provider by the LEA.
- B. Describe how confidentiality for all children enrolled in the program will be assured. Include an explanation of the conditions under which a child's name would be disclosed.

### **Section 6 Participation of Private School Children**

Describe how you will comply with the equitable participation requirements of private school children.

## **PART IX TUTORIAL ASSISTANCE APPLICATION - LEA ASSURANCES**

1. The LEA will provide a copy of the contract implemented between the LEA and the assistance provider. The LEA assures that such contract will be consistent with state and local law, will describe the method by which payments will be made to tutorial assistance providers and will meet the requirements listed under Item 5 (Required LEA Activities).
2. The LEA will ensure the oversight of the quality and effectiveness of the tutorial assistance provided by each tutorial assistance provider selected for funding;
3. The LEA will provide for the termination of contracts with ineffective and unsuccessful tutorial assistance providers (as determined by the LEA based upon the performance of the provider with respect to the goals and timetables contained in the contract between the LEA and the provider);
4. The LEA will provide to parents of children identified under Item 4 above who request such information for the purpose of selecting a tutorial assistance provider for the child, in a comprehensible format, information with respect to the quality and effectiveness of providers;
5. The LEA ensures that each school identifying a child under Item 4 above will provide to parents, upon request, assistance in selecting a tutorial assistance provider who is best able to meet the needs of the child;
6. The LEA will inform parents of their child's progress in the tutorial program; and
7. The LEA ensures that the LEA will not disclose the name of any child who may be eligible for tutorial assistance, the name of any parent of such a child or any other personally identifiable information about such a parent or child to any tutorial assistance provider (excluding the agency itself) without the prior written permission of the parents.

---

**Signature of Superintendent/Designee**

---

**Date**

### **3 (B) (3) (c) Scoring and Criteria**

A Tennessee Reading Excellence application can receive a combined total of 200 points. LEA applications can receive a maximum of 70 points (35% of the total). School applications can receive a maximum of 130 points (65%) of the total.

#### **Local Reading Improvement Subgrant: LEA Application**

1. School Selection	2
2. Effective Reading Instruction	10
3. Professional Development	10
4. Family Literacy and Early Childhood	10
5. Kindergarten Transition and Extended Learning	10
6. Children at risk of inappropriate referral to special education and children whose native language is other than English	8
7. Advance Planning and Resource Coordination	4
8. Community Program Coordination	4
9. Evaluation	8
10. Parent Information	2
11. Participation of Children in Private Schools	2
<b>Total for LEA Application</b>	<b>70</b>

#### **Local Reading Improvement Subgrant: School Application**

1. Need for Program in School	7
2. School Support and Literacy Leader	7
3. Effective Reading Instruction	25
4. Professional Development	25
5. Family Literacy and Early Childhood	20
6. Kindergarten Transition and Extended Learning	20
7. Children at risk of inappropriate referral to special education and Children whose native language is other than English	20
8. Advance Planning and Resource Coordination	6
<b>Total for School Application</b>	<b>130</b>

#### **Tutorial Assistance Subgrant**

I. Program Goals and Objectives	20
2. Criteria to Select Tutorial Assistance Providers/Programs	20
3. Approved Tutorial Assistance Providers	15
4. Selection Process Used to Identify Children for Tutorial Assistance	15
5. LEA Oversight and Monitoring of Tutorial Assistance	20
6. Participation of Private School Children	10
<b>Total for Tutorial Assistance Application</b>	<b>100</b>